

MEMORANDUM FOR: Executive Officer, OL

22 APR 1971

—Chief, Building Planning Staff, OL  
Chief, Personnel & Training Staff, OL  
Acting Chief, Planning Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Acting Chief, Supply Division, OL


SUBJECT : Files Reduction Project

REFERENCE : Memo dated 2 Apr 71, Same Subject

1. The referent memorandum requested a report by 3 May 1971 of the status of your records holdings upon completion of the Records Reduction Project. To fully utilize the information obtained during this exercise, the Records Administration Branch has agreed to accept the data compiled as of 30 April 1971 as the Annual Report of Records Holdings for the Office of Logistics.

2. In order to combine the Files Reduction Project with the Annual Report of Records Holdings, the attached reporting format has been developed for your use. A conversion table is also attached for your information and use.

STATINTL

  
Director of Logistics

Attachments:  
Compilation Format  
Conversion Table

cc: OL/EO/B&F